



Event Agenda

2011 Administrative Professionals Day, Window Rock

Track 1	Self Defense Tactics Course
Track 2	Budgeting, Family, Etiquette
Track 3	Computer, Records Training

April 11-27, 2011

8:00 am - 5:00 pm	Registration
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Thursday, April 28, 2011

8:00 am - 8:30 am	Continental Breakfast		
	<div>Prayer: Opening Remarks:</div>	Opening Ceremonies Jimmie Burbank Tom Ranger, Division Director (DHR) Walter Phelps, Human Development Committee Chair	
8:30 am - 9:15 am	Fun Walk		
	Room A	Room B	Room C
9:15 am - 12:00 pm	Self Defense Tactics Sgt. Emmett Yazzie, DPS	Knowing Your Credit Delores Begay, Credit Services	Records Management, Michael Joe, Duplication Lucinda Damon, Archives Lottie Clark, Retention
12:00 pm - 1:00 pm	Lunch Break (On your own)		
1:00 pm - 3:00 pm	Continuing..... Self Defense Tactics Sgt. Emmett Yazzie, DPS	Weaving Family & Work Together Leila Help-Tulley, SDTD	Anti-Virus Info Emory Wauneka, NDIT
3:00 pm - 4:00 pm		Healing Hands Dr. Linda Hite	Share Point Services Coralene Austin, NDIT
4:00 pm - 5:00 pm			Web Development Web Development, NDIT

Friday, April 29, 2011

8:00 am - 8:30 am	Continental Breakfast		
	Room A	Room B	Room C
8:00 am - 10:00 am	Continuing..... Self Defense Tactics Sgt. Emmett Yazzie, DPS	Money Management Delores Begay, Credit Services	Records Management, Michael Joe, Duplication Lucinda Damon, Archives Lottie Clark, Retention
10:00am - 12:00 pm		Mary Kay Makeover	
12:00 pm - 1:00 pm	Luncheon will be provided		
1:00 pm - 3:00 pm	Continuing..... Self Defense Tactics Sgt. Emmett Yazzie, DPS	Telephone Etiquette Jimmie Burbank, SDTD	HIV-AIDS, Davina Segay, Health Edu.
3:00 pm - 5:00 pm		Healing Hands Dr. Linda Hite	Effective Presentations Frederick Skeet, SDTD

Map of Training Center Location and Floor Plan

